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Personnel

**REVIEW AND DISPOSITION OF DEFICIENT  
CADETS****COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 36-20, *Accession of Air Force Military Personnel*, and provides procedures on the administrative processing of deficient cadets. It applies to all Academy agencies involved with deficient cadets. See **Attachment 1** for glossary of references, abbreviations and acronyms, and terms.

This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. 10 U.S.C. 9331 and 9349 authorize the maintenance and collection of data prescribed in this regulation. USAFA Form 37 contains a Privacy Act statement required by AFI 33-332, *Air Force Privacy Act Program*, F035 AFA B, Master Cadet Personnel Record (Active/Historical) applies.

**SUMMARY OF REVISIONS**

Redefined processes to mirror the Military Review Committee by adding **Chapter 6**, Summer Training Review Committee (STRC).

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VIOLATION SANCTIONS**

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## Chapter 1

### RECOGNITION LISTS AND PROBATION, AND HONOR CODE VIOLATION SANCTIONS

#### 1.1. Recognition Lists and Probation:

1.1.1. Cadets on any probation (academic, honor, conduct, aptitude, or athletic) will neither be placed on nor remain on any merit lists (Dean's, Commandant's, Athletic Director's or Superintendent's).

1.1.2. Restrictive sanctions and duty restrictions accompanying academic, honor; conduct, aptitude, and athletic probation can be found in Air Force Cadet Wing (AFCW) instructions. Applicability, clarification, and/or modification of restrictions should initially be addressed to the cadet's air commanding officer (AOC).

#### 1.2. Honor Code Violation Sanctions:

1.2.1. Violations of the Cadet Wing Honor Code will be handled as set forth in the Cadet Wing Honor Code Reference Handbook.

## Chapter 2

### ACADEMIC REVIEW COMMITTEE (ARC)

**2.1. Deficiency in Academics.** [Attachment 2](#) outlines the procedures and reports required in processing cadets deficient in academics.

2.1.1. Academic Progress Reports. Published at each midsemester, end of semester, and end of third summer term.

2.1.2. Deficiency in Academics. Deficiency in academics on any progress report results in placement on academic probation.

2.1.3. Placement on Academic Probation. Cadets deficient in academics at any of the progress reports (midsemester or end of semester) are automatically placed on academic probation. The cadet will remain on academic probation until the deficiency is corrected; at a minimum, until the next progress report. Cadets may be removed from academic probation at midsemester, end of a semester, or end of a summer term. Returning cadets who at the time of their departure from USAFA were on academic probation will be on academic probation upon their return, unless they successfully appeal that status to the Chairman of the ARC. Academic probation status begins with publication of any progress report. At the end of each semester, the ARC will publish assigned actions and recommendations on reviewed cadets. These recommendations will be sent to AOCs, associate AOCs for academics (AAOCA), academic advisors, and any other appropriate activity directors. The committee will notify Office of the Registrar (HQ USAFA/DFR), Examinations and Records (HQ USAFA/DFRR), at the end of the semester or term of Superintendent exceptions to the academic probation list. HQ USAFA/DFRR will publish and distribute an academic probation list and will enter the probation status on the cadet's Academic Program Summary (APS) at the end of each semester and at the end of the third summer term. Instructors will evaluate and complete Comment Cards on academically deficient cadets at midsemester, end of semester, and end of the third summer term. Instructors may also include as part of their evaluation a detailed word picture of the cadet's performance in the classroom by using USAFA Form 37, **Cadet Performance Evaluation and Recommendation**.

2.1.4. Counseling of Deficient Cadets:

2.1.4.1. Academic Advisor Interviews. The academic advisor will counsel all cadets on academic probation, evaluate their academic programs, and make recommendations for improving grades. Advisors will submit a USAFA Form 68, **Cadet Academic Deficiency Evaluation and Probation Action Plan**, and proposed APS to the ARC coordinator.

2.1.4.1.1. Advisor interviews will be conducted each midsemester within 10 duty days of publication of each progress report.

2.1.4.1.2. Advisor interviews will be conducted for end of spring and fall semesters within 10 duty days after the beginning of the next semester.

2.1.4.1.3. Advisor interviews will be conducted for end of summer terms, no later than 2 days after the last day of summer term classes.

2.1.4.1.4. Advisors will annotate interviews on USAFA Form 68, give the cadet a copy, keep a copy in their folder, forward one copy to the AOC, and forward the original to the appropriate ARC coordinator.

2.1.4.1.5. Academic advisors, AAOCAs, instructors, and AOCs may counsel academically deficient cadets at any time.

2.1.4.2. AOC Interviews. Upon receipt of progress reports, AOCs assign weekend academic call to quarters (WACQ) and monitor cadets in their squadron on academic probation by overseeing the cadet academic officer (CADO), who maintains a log of WACQs assigned and served. Cadets placed on academic probation (first class cadets exempt) will be assigned one automatic WACQ for being on academic probation plus one WACQ for each “C-,” two WACQs for each “D,” and three WACQs for each “F” grade. The CADO will notify the AOC of assigned WACQs. The AOC will inform the ARC of the number of WACQs assigned and served.

2.1.5. ARC Records Reviews. The ARC meets at the end of each semester and will examine records of cadets in the hardlook review categories at the end of a summer term. The reviews will occur after the progress reports are issued. For end-of-fall semester and end-of-summer term reports, reviews will be held within the first 2 weeks of the new semester. Reviews for end-of-spring semester progress reports will be held before the USAFA graduation date.

2.1.6. Removal from Academic Probation. Cadets will be removed from all conditions of academic probation when their semester and cumulative (and major’s GPA for first class cadets) performance meet the minimum GPA of 2.00 with no “F”s or controllable “I”s at mid/end-of-semester or end-of-summer term report. Cadets remain on academic probation through the summer and fall midsemester progress report unless conditions for probation are corrected by summer term academic performance. Upon completion of summer course work, summer grades will be combined (for determining academic probation status only) with spring semester course work to determine the combined spring-summer “semester” GPAs. If both cumulative and spring-summer combined “semester” GPAs are 2.00 or greater, and all courses with “F” grades have been successfully repeated, the cadet will be removed from academic probation. If a course in which an “F” or controllable “I” has been received is not required to be repeated for graduation or commissioning, and the cadet’s semester and cumulative GPAs are 2.00 or greater, the cadet will be removed from academic probation at the midsemester/end-of-semester progress report of the next semester following placement on academic probation. If a cadet remains on academic probation longer than one semester, e.g., because the repeat course for a single “F” grade is not offered in the succeeding semester, the cadet may petition the appropriate ARC chairperson (through the ARC coordinator) to be removed from academic probation. Although a cadet may become academically proficient through ARC action (e.g., dropping course/changing major), the cadet will remain on academic probation until the next progress report. Cadets will not be removed from academic probation at any other time unless they were placed on academic probation through administrative error.

## **2.2. Composition of the Academic Review Committee:**

2.2.1. There are four ARCs, one for each class. Each ARC is composed of the following members:

2.2.1.1. Representatives of the Dean of the Faculty (HQ USAFA/DF):

2.2.1.1.1. Permanent Professor (chairperson) - voting member.

2.2.1.1.2. Two professors or associate professors or any other military/civilian member of the Faculty Forum - voting members.

2.2.1.1.3. HQ USAFA/DFR Academic Affairs Staff Officer (coordinator) - nonvoting member.

2.2.1.2. Representatives of the 34th Training Wing Commandant of Cadets (34 TRW):

2.2.1.2.1. Group or Deputy Group AOC - voting member.

2.2.1.2.2. 34th Education Group (34 EDG) representative (need not be present but will submit written information from instructors within the division to the coordinator) - nonvoting member.

2.2.1.3. Representative of the Directorate of Athletics (HQ USAFA/AH) - voting member.

2.2.1.4. Representative of the 10th Medical Group (10 MDG) (need not be present but will submit written inputs (including negative reply) to the coordinator) - nonvoting.

2.2.1.5. The cadet's academic advisor or AAOCA and AOC are to attend interviews of cadets selected for disenrollment (not records review) as nonvoting members of the ARC. Whenever there is a conflict of ARC interviews, the advisor or AAOCA and AOC should attend the most senior cadet's interview.

2.2.2. Failure of any nonvoting member to attend an ARC will not invalidate otherwise valid committee proceedings.

### **2.3. Academic Review Committee Responsibilities:**

2.3.1. End-of-Semester/Summer Academics ARC. Full voting membership ARC meetings are held at the end of each semester and at the end of the third summer term (fall semester transition week). Reviews may include any academically deficient cadet.

2.3.1.1. With the approval of the Dean, the ARC recommends cadets for disenrollment, conditional turnback status, and late graduation. The committee will recommend to the Superintendent that cadets deficient in studies be disenrolled unless it determines that both their overall performance and the probability of successful completion of the academic program justify a recommendation for retention.

2.3.1.2. Decisions by the ARC or the Dean to retain cadets are final without Superintendent review. Should the committee decide that overall performance and probability of successfully completing the academic program justify retention, other actions may be deemed necessary. Cadets may be directed to:

2.3.1.2.1. Be counseled by the appropriate agency (HQ USAFA/AH, 34 TRW, or HQ USAFA/DF).

2.3.1.2.2. Be underloaded, or take a normal load during the current or next semester. (See definition of underload and normal load in the USAFA Curriculum Handbook.)

2.3.1.2.3. Repeat a course; remove an incomplete grade.

2.3.1.2.4. Replace honors course with nonhonors course.

2.3.1.2.5. Be removed from advanced placement course to lower level course with the course's sponsoring department head's approval.

2.3.1.2.6. Change their academic major.

2.3.1.2.7. Be removed from or limit participation in extracurricular activities.

2.3.1.2.8. Be removed from or limit participation in military duties.

2.3.1.2.9. Be automatically reviewed at a future progress report.

2.3.1.2.10. Graduate on time with a deficiency or with an Academy Board waiver of a graduation requirement.

2.3.1.2.11. Be assigned an academic minus.

**NOTE:** A recommendation of academic minus indicates that disenrollment is not warranted solely on academic grounds. This recommendation will be forwarded to the other Academy Board standing committees (Military Review Committee (MRC) and Physical Education Review Committee (PERC) for consideration. If an academic minus is present, a committee should consider for disenrollment a cadet whose deficiency in military or athletic matters might normally result in a vote for retention. If the other committee recommends disenrollment, the appropriate ARC chairperson will appear before the Academy Board if necessary with the other committee chairperson to explain the reasons for the ARC recommendation. An ARC will evaluate continued assignment of academic minus at each review.

2.3.2. Midsemester ARC. Each ARC will review the records of deficient cadets. No retention/disenrollment voting occurs at midsemester.

2.3.3. End-of-Summer Term ARC. The third class ARC will review records of deficient cadets who attended any of the summer academic terms.

## **2.4. Academic Review Committee Preparation:**

### **2.4.1. Committee Coordinator Responsibilities:**

2.4.1.1. Ensure committee members are trained in responsibilities and procedures.

2.4.1.2. Distribute cadet deficiency reports at each progress report.

2.4.1.3. Prepare and distribute record review/interview schedules, agendas, and APSs as soon as possible to members and academic departments prior to the ARC meetings.

2.4.1.4. Assemble deficient cadet records and brief during committee review.

2.4.2. Group and Squadron AOC Responsibility. AOCs will forward evaluations to an ARC Chairperson through group AOC members. These evaluations will include any data the AOC believes to be significant for ARC decision-making, i.e., suitability for commissioning, WACQs assigned/served, multiple probation, and personal and medical information.

### **2.4.3. Academic Advisor/AAOCA Responsibility:**

2.4.3.1. Midsemester. The ARC requires advisors to oversee cadets in all categories of academic probation in completing the USAFA Form 68 and submitting it to the ARC coordinator. Overloaded cadets on academic probation will be required to drop the overload. If recommendations require an APS change, it must be submitted with the USAFA Form 68. All cadets on academic probation must be counseled within 10 duty days after the publication of the progress report.

2.4.3.2. End of Semester. The ARC requires advisors to oversee cadets in all categories of academic probation in completing the USAFA Form 68 and submitting it to the ARC coordinator. If recommendations require an APS change, it must be submitted with the USAFA Form 68. All cadets on academic probation must be counseled within 10 duty days after the beginning of the following semester. The USAFA Form 68 is the only written statement accepted by the ARC.

**Note:** If a cadet does not submit a USAFA Form 68 by the established deadline date, the advisor



should forward the cadet's name to the AOC. The AOC will take appropriate disciplinary action through the Cadet Wing.

2.4.4. Academically Deficient Cadet Responsibilities. Cadets on academic probation will complete a USAFA Form 68 according to instructions on the form and submit to the academic advisor/AAOCA. The USAFA Form 68 will be completed within 10 duty days after the publication of the midsemester progress report, and within 10 duty days after the start of each new semester for end-of-semester progress reports. **EXCEPTION:** Cadets listed on an ARC interview roster must complete a USAFA Form 68 with their appeal package. If cadets fail to complete a USAFA Form 68 and deliver it to their academic advisor/AAOCA by the established deadline date, the academic advisor/AAOCA will forward the cadet's name to the AOC, who will take appropriate disciplinary action.

2.4.5. Instructor Responsibility:

2.4.5.1. Midsemester. The ARC requires instructors to complete Comment Cards for all "C-," "D," and "F" grades in their courses. Comment Cards are optional for other cadets.

2.4.5.2. End of Semester. The ARC requires instructors to complete Comment Cards for all their cadets listed on the ARC records review roster regardless of final grade, in addition to cadets with "C-," "D," and "F" grades in their courses. Comment Cards are optional for other cadets.

2.4.5.3. End-of-Semester ARC Interviews. Instructors may also complete USAFA Form 37 or a letter for cadets who elect to be interviewed by the ARC. A cadet's request for a letter is not an institutional requirement but, instead, an instructor prerogative.

2.4.5.4. End-of-Summer Term. The ARC requires all summer academic instructors to complete a Comment Card for all "C-," "D," and "F" grades in their courses. Instructors will complete a USAFA Form 37 for cadets who have earned repeat final "F" grades. The Comment Card and USAFA Form 37 will be submitted to the Summer Academics Program coordinator no later than 2 days after the last day of the summer term classes.

2.4.6. Medical Staff Responsibilities. The medical representative will review the medical records of cadets being considered. A medical representative need not be present at committee meetings, but if there is significant medical information either written or verbal comments need to be prepared for the committee. A negative reply to the coordinator prior to committee meetings is required.

2.4.7. Athletic Representative Responsibilities. The athletic representative will review the athletic and physical education records of all cadets reviewed.

## 2.5. Academic Review Committee Procedures:

2.5.1. Committee Process:

2.5.1.1. The ARC reviews records of academically deficient cadets at the end-of-semester/summer term progress reports. The committee votes and makes recommendations for retention or disenrollment of cadets. If the cadet is a relative of any voting member of the ARC that he or she would normally meet, the cadet must report to an unbiased ARC determined by the Vice Dean of the Faculty.

2.5.1.2. During the review, all pertinent information is considered. A profile or character sketch of the cadet is compiled using information from the instructor Comment Cards, formal records of

counseling, military performance appraisals, athletic ratings, medical history, and any written statements submitted by the cadet.

2.5.1.3. Cadets recommended for disenrollment after a records review (unless previously resigned) will be presented with a letter of notification from the ARC chairperson within 2 duty days of completion of the records review process. The appropriate ARC coordinator will present this notification. Each coordinator will brief cadets on their rights to present evidence as to why they should not be disenrolled and on the type of evidence considered pertinent by the ARC. Cadets receiving such a notification have 72 hours to choose one of two options. The two options are:

2.5.1.3.1. Personal Interview Before the ARC. Written statements may be submitted for consideration at the personal interview if presented to the ARC coordinator on or before the fifth day after receipt of the letter of notification. This is the only time cadets will be permitted to present their case verbally and in writing. To exercise this right, cadets must appear in person before the ARC on the date, time, and location specified for the interview. Cadets will not be allowed to call witnesses to testify in person before the ARC. The cadet's academic advisor or AOCAA and AOC must attend the interview.

2.5.1.3.2. Waiver of Personal Interview and Written Statements.

2.5.1.4. The ARC will interview cadets who elected to appeal no earlier than the 6th day after sending the letter of notification for academic disenrollment. After the interview, the ARC will vote again on whether to recommend disenrollment to the Dean/Superintendent.

2.5.1.4.1. For any "hard-look" ARC (those proceedings described in paragraph [2.5.1.3.1](#) or [2.5.1.3.2](#)), the cadet meeting the ARC shall be permitted to challenge committee members for cause. A reasonable likelihood that the member cannot be impartial will constitute cause. The committee chairperson will rule on any such challenge, including those made against the chairperson. Should the challenge for cause be against the chairperson, that chairperson must consult an attorney from the HQ USAFA/JA office prior to ruling on the challenge.

2.5.1.4.2. Cadets retained after an interview will be presented a letter of notification from HQ USAFA/DFR listing ARC actions.

2.5.1.4.3. Records of cadets recommended for disenrollment after a personal interview will be presented to the Dean for approval or disapproval of the ARC's recommendation. If the Dean concurs with a recommendation for disenrollment, the ARC casefile with the accompanying recommendations shall be reviewed by HQ USAFA/JA and then forwarded to the Superintendent.

2.5.1.4.4. Any cadet who fails a course (core/core substitute, major, or elective) for the second time (repeat failure) must appear in person to be interviewed by the ARC. Regardless of the vote, records of cadets in the repeat failure category will be presented to the Dean and the Superintendent for approval or disapproval of the ARC's recommendation.

2.5.1.5. Cadets disenrolled by the Superintendent will be presented a letter of notification from Staff Judge Advocate Cadet Disenrollments (JACD).

2.5.2. Voting. A quorum composed of at least four qualified voting ARC members must be present for voting on any proposed action. A majority vote by the quorum is required for all proposed actions before the ARC, except as otherwise provided in this paragraph. Each member of the committee has

one vote on all recommendations brought before the committee. Recommendations for disenrollment or retention in each case are proposed as a formal motion. An open vote is taken on the motion and the details of the committee's deliberations and votes for disenrollment will be given to the Dean/Superintendent, including full identification and explanation of minority and abstention votes on all cases required to be forwarded to them for consideration. For cadets recommended to the Superintendent for disenrollment, the committee will include in its findings whether the active duty commitment for a first or second class cadet should be waived. The results of the committee meeting are confidential and will be revealed only to the Superintendent or Academy Board as needed.

2.5.2.1. Retention Votes:

2.5.2.1.1. All 5-0, 4-1, 4-0, or 3-1 ARC votes for retention are final without Superintendent review.

2.5.2.1.2. The ARC chairperson will present all other votes to the Superintendent for final decision.

2.5.2.2. Disenrollment:

2.5.2.2.1. The ARC chairperson presents all ARC votes for disenrollment to the Superintendent for final decision.

2.5.2.2.2. The Superintendent will make the final decision on cadets recommended for disenrollment by the ARC.

2.5.2.3. Abstention Votes:

2.5.2.3.1. Any voting member who is either an instructor, coach, otherwise required to submit a Comment Card, or who has submitted a discretionary USAFA Form 37 stating a predisposition is disqualified from voting, and his or her vote will be recorded as an abstention. Alternate voting members will vote in place of the abstaining member. If more than two voting members abstain, the ARC coordinator will serve as a voting member.

2.5.2.3.2. Abstention votes are included for purposes of satisfying the majority vote requirement. For example, a vote of two for retention, two for disenrollment, and one abstention would result in a recommendation for the cadet's retention since the required three-vote majority was not met. Such a retention recommendation would be presented to the Superintendent for final decision.

2.5.2.3.3. Other than as required in paragraph above, abstention votes are not permitted.

2.5.3. Observers. Members of the Academy Board, representatives from the offices of Admissions (HQ USAFA/RR) and HQ USAFA/DFR, and faculty members are encouraged to attend ARC meetings as observers. Any other person must obtain permission from the coordinator.

## Chapter 3

### MILITARY REVIEW COMMITTEE

#### 3.1. Deficient in Conduct:

3.1.1. A cadet who is considered deficient in conduct (as defined in [Attachment 3](#)) or who is on Conduct Probation at the end of a rating period will be interviewed by his or her Deputy Group AOC at the end of a rating cycle, or as needed. The Deputy Group AOC may:

- 3.1.1.1. Find the cadet proficient in conduct.
- 3.1.1.2. Recommend the cadet be placed or continued on Conduct Probation.
- 3.1.1.3. Refer the case to the MRC with a recommendation for disenrollment.

#### 3.2. Deficient in Aptitude:

3.2.1. A cadet who is considered deficient in aptitude or who is on Aptitude Probation at the end of a rating period will be interviewed by his or her Deputy Group AOC at the end of a rating cycle or as needed ([Attachment 4](#)). The Deputy Group AOC may:

- 3.2.1.1. Find the cadet proficient in aptitude.
- 3.2.1.2. Place or continue the cadet on Aptitude Probation.
- 3.2.1.3. Refer the case to the MRC with a recommendation for disenrollment.

**3.3. Referring Cases to the MRC.** Cases of deficient cadets may be referred for consideration by the MRC in the following ways:

- 3.3.1. The Deputy Group AOC, after the interview described in paragraphs [3.1.1.](#) and [3.2.1.](#) may recommend the cadet case be considered for disenrollment by the MRC. The Deputy Group AOC will forward a recommendation for disenrollment to the 34th Training Group Vice Commander (34 TRG/CV) on USAFA Form 0-299, **AOC Evaluation Of Cadet**.
- 3.3.2. An AOC or Group AOC after having found a cadet deficient in either conduct or aptitude or both may forward a recommendation for disenrollment and consideration by the MRC to 34 TRG/CV on USAFA Form 0-299.
- 3.3.3. 34 TRG/CV may recommend the case of any deficient cadet be considered for disenrollment by the MRC. USAFA Form 0-299 must be completed before the case is considered by the MRC.

**3.4. Final Decision on MRC.** The 34 TRW/CV will make the final decision on whether or not a case of a deficient cadet will be considered by the MRC.

**3.5. When a Cadet is Recommended for Consideration by the MRC .** The MRC recorder will contact the MRC chairperson to determine a meeting time and place and will notify all members of the MRC. End-of-cycle meetings will normally be held prior to scheduled ARC meetings.

- 3.5.1. Cadets will be notified of the reasons they are meeting the MRC, their rights, and their options, in writing, at least 3 calendar days before the scheduled MRC meeting by the Policy and Evaluation

Office (34 TRG/PE). The cadet will reply, in writing, acknowledging receipt and understanding of the letter. Cadets have the following three options:

3.5.1.1. Waive their right to appear before the MRC. If a cadet waives the right to appear before the MRC, the committee will make a recommendation to the Academy Board based upon a review of the cadet's record. If the cadet chooses this option the cadet may submit written matters to the MRC.

3.5.1.2. Resign.

3.5.1.3. Appear before the MRC. The cadet appears before the MRC with witnesses and evidence as prescribed in [3.7](#).

3.5.2. The MRC will interview those cadets who elect to appear before the committee. Although cadets may not appear with legal counsel, they will be permitted to make statements on their own behalf, submit written matters, and present a maximum of three witnesses at the discretion of the chairperson if in his or her opinion the testimony is relevant to the case and the witness is reasonably available.

3.5.2.1. For any MRC proceeding described in paragraph [3.5.1.1](#) or [3.5.1.3](#), the cadet meeting the MRC shall be permitted to challenge committee members for cause. A reasonable likelihood that the member cannot be impartial will constitute cause. The committee chairperson will rule on any such challenge, including those made against the chairperson. Should the challenge for cause be against the chairperson, that chairperson must consult an attorney from the HQ USAFA/JA office prior to ruling on the challenge.

3.5.3. Following the interviews and/or discussion, the MRC will vote on a recommendation to the Academy Board. Normally, the MRC will make one of the following recommendations:

3.5.3.1. Disenroll.

3.5.3.2. Retain with or without continued probation. A recommendation for retention may specify remedial actions and/or terms of probation.

3.5.3.3. Military Minus. This recommendation will be forwarded to the other Academy Board standing committees (ARC and PERC) for consideration. Cadets whose deficiency in the ARC or PERC committee's area might normally result in a vote for retention should, instead, be considered for disenrollment by that committee in the presence of a military minus. If the ARC or PERC committee recommends disenrollment, the MRC chairperson may be required to appear before the Academy Board with the other committee chairperson to explain the reasons for the MRC recommendation.

### **3.6. Composition of the Military Review Committee:**

3.6.1. The MRC is composed of representatives nominated by the 34 TRW/CC, HQ USAFA/DF, HQ USAFA/AH, and a nonvoting legal advisor. All voting members and alternates will be designated in a letter signed by 34 TRW/CC. Non-AOC voting members will normally serve for the duration of their Academy tour. Voting members will be selected based on their familiarity with cadet life and active involvement in rating cadets. MRC duties take precedence over other duties or scheduled activities. For this reason, voting members will attend all meetings unless excused by the chairperson. The eight members of the MRC are:

- 3.6.1.1. Vice-Commandant of Cadets (34 TRW/CV) - voting member. (Alt: 34 TRG/CC).
- 3.6.1.2. Two Deputy Group AOCs - voting members. (The Deputy Group AOC from the respondent cadet's group will not sit as a voting member of the MRC.)
- 3.6.1.3. One representative from DF - voting member.
- 3.6.1.4. One representative from EDG - voting member.
- 3.6.1.5. One representative from AH - voting member.
- 3.6.1.6. Recorder: 34 TRG/PE- non-voting member.
- 3.6.1.7. Legal Advisor: USAFA/JA – non-voting member.

**NOTE:** All voting members must be majors or above.

3.6.2. With the exception of the chairperson, each voting member of the MRC has one vote on all formal motions brought before the MRC. Decisions of the MRC are by majority vote. In the event of a tie, the chairperson will cast a second deciding vote. Any member may call for a vote by making a motion for disenrollment. If seconded, discussion will be terminated and a vote recorded. The chairperson may postpone a vote pending the presentation of additional information before the committee. Votes will be made by secret ballot. Each member must vote his or her conscience and not be influenced by the votes of other representatives on the committee. The chairperson will verbally notify the respondent cadet of the results of the MRC.

3.6.3. The Staff Judge Advocate (HQ USAFA/JA) will designate an attorney to act as legal advisor to the MRC. The legal advisor will be present at all MRC meetings.

3.6.4. Alternate MRC members are encouraged to attend meetings as observers. Academic advisors, coaches, and any other person interested in the MRC agenda may attend with permission of the chairperson. Observers, except bona fide committee members (primary or alternate) and Academy Board members, may not be present while deliberations are in progress. AOCs will attend when their cadets are scheduled to appear before the committee.

### **3.7. Specific Duties of MRC members:**

#### **3.7.1. Chairperson:**

- 3.7.1.1. Presides over all meetings of the MRC.
- 3.7.1.2. Submits recommendations for Superintendent action.
- 3.7.1.3. Presents recommendations to the Superintendent an/or the Academy Board, if requested.
- 3.7.1.4. Serves as tie-breaking voting member.

#### **3.7.2. Recorder:**

- 3.7.2.1. Prepares and distributes the MRC agenda to members.
- 3.7.2.2. Sets up a time and place for each MRC meeting.
- 3.7.2.3. Notifies, in writing, cadets who are to meet an MRC and explains the MRC process (to include options).
- 3.7.2.4. Provides cadet Personnel Data Summaries to all members.

3.7.2.5. Records all actions and votes taken at MRC meetings.

3.7.2.6. Accomplishes written notification of MRC decisions.

3.7.2.7. Prepares Academy Board recommendation packages on cadets whose cases are to be considered by the Academy Board.

3.7.2.8. Prepares military minus letters for submission to the appropriate ARC or PERC.

3.7.3. Deputy Group AOC Representatives:

3.7.3.1. Ensure all necessary documents are completed and made available to the MRC recorder on all cadets from the AOC's group listed on the MRC agenda. Documents should be delivered to the MRC recorder no later than 5 duty days before the MRC.

3.7.3.2. Ensure Cadet Counseling Center interviews are conducted on cadets who are scheduled to meet the MRC. The Counseling Center will determine if a Mental Health evaluation is necessary. (Counseling documentation with recommendations should be delivered to the MRC recorder no later than the day before the cadet's scheduled MRC).

3.7.3.3. Advise squadron AOCs when they will be required to appear before the MRC for those cadets appearing before the MRC.

3.7.3.4. Preview and present the overall AOC evaluation of cadets considered for disenrollment in the absence of the cadet's AOC.

3.7.4. DF Representatives:

3.7.4.1. May present overall faculty evaluation of a cadet in appropriate cases.

3.7.5. 34 EDG Representative:

3.7.5.1. May present overall EDG evaluation of cadets in appropriate cases.

3.7.6. HQ USAFA/AH Representative:

3.7.6.1. Consolidates Physical Education Performance/Counseling Reports

3.7.6.2. Provides athletic (PFT) and aerobic fitness test (AFT) histories.

3.7.6.3. Briefs the MRC on any PERC action taken or pending on cadets being considered.

3.7.6.4. May present overall HQ USAFA/AH evaluation of cadets in appropriate cases.

3.7.7. Legal Advisor:

3.7.7.1. Reviews each case prior to the meeting of the MRC and advises the MRC chairperson of any discrepancies which should be considered or corrected by the MRC.

3.7.7.2. Serves as a nonvoting advisor to the MRC during MRC proceedings.

**3.8. MRC Fact-Finding Proceedings:**

3.8.1. When a cadet is accused of serious misconduct that is not appropriate for court-martial disposition, the MRC may be used as a fact-finding body. Cases may be referred to an MRC fact-finding committee when a single incident or incidents of misconduct (as distinguished from a pattern of minor infractions) creates grounds for disenrollment. The 34 TRW/CV makes the final decision on whether or not the fact-finding MRC will consider a case.

3.8.1.1. A fact-finding MRC will review documentary evidence and hear sworn testimony regarding the facts of the case.

3.8.1.2. After all available evidence is presented, the MRC will meet in closed deliberations. Only the voting members of the MRC will be present during deliberations. Voting on a finding of fact will be by secret written ballot, and will be decided by a majority vote. See paragraph 3.9.2.

3.8.1.3. A fact-finding MRC will use the preponderance of the evidence standard for making a final decision. A preponderance of the evidence means that the greater weight of the evidence favors the finding that the cadet committed the misconduct alleged. If a preponderance of the evidence does not show the cadet committed the misconduct alleged, the MRC must find the cadet did not commit the misconduct.

3.8.1.4. 34TRG/PE will publish specific procedures for conducting an MRC fact-finding inquiry.

3.8.2. If a fact-finding MRC finds the cadet did commit the misconduct alleged, the MRC will then review the cadet's entire cadet record and make a recommendation regarding disenrollment using the procedures outlined previously in this instruction. If the MRC votes to retain the cadet, the case is returned to 34 TRG/CC for appropriate action.

3.8.3. A cadet meeting a fact-finding MRC has the following rights:

3.8.3.1. To be informed of the allegation of misconduct and to receive all available evidence concerning the alleged misconduct.

3.8.3.2. To consult with counsel before the meeting of the fact-finding MRC.

3.8.3.3. To be present at all open sessions of the fact-finding proceeding.

3.8.3.4. To present witnesses and evidence to the MRC.

3.8.3.5. To cross-examine witnesses who testify before the MRC.

3.8.3.6. To challenge the impartiality of the MRC membership.

3.8.4. Legal Advisor. The legal advisor to the MRC will advise the Chairperson on evidentiary and procedural matters in a fact-finding MRC proceeding to ensure fairness and due process. The legal advisor will not participate in deliberations on the fact-finding portion of the committee procedure. The legal advisor rules on challenges for cause made against a voting member of the fact-finding MRC.

3.8.5. Transcript. A fact-finding MRC proceeding will be recorded verbatim and, in the case of recommendations for disenrollment, a verbatim transcript of the open fact-finding session will be produced and included in the record of the case.



## Chapter 4

### PHYSICAL EDUCATION REVIEW COMMITTEE (PERC)

#### 4.1. Deficiency in Physical Education:

4.1.1. Cadets are deficient in physical education if they receive a failing grade in physical education class, physical fitness, intramural activity, or have a PEA below 2.00. (See AFCW instructions for further clarification of all AFT/PFT rules).

4.1.2. The PERC may review cadets deficient in the Physical Fitness Test (PFT), Aerobic Fitness Test (AFT), intramural program, physical education courses, or PEA. Committee recommendations may include a remedial conditioning program (reconditioning), attendance at a summer-term physical education program in place of leave, athletic minus, late graduation, evaluation for medical turnback to the next succeeding class, or disenrollment for physical aptitude deficiency. Recommendations of disenrollment or late graduation will be forwarded to the Superintendent through the Director of Athletics (AH). Medical turnback recommendations will be forwarded to the 34TRG/CC through the 10 AMS/CC. Cadets placed on athletic probation will be governed by the restrictions and guidelines outlined in AFCW regulations.

4.1.3. A recommendation for an athletic minus indicates athletic deficiencies, but disenrollment is not warranted solely on these deficiencies alone. This recommendation will be forwarded to the other Academy Board standing committees (MRC and ARC) for consideration. If the MRC or ARC recommends disenrollment based partially on the athletic minus recommendation, a PERC representative will appear before the Academy Board if necessary with the other committee chairperson to explain the reasons for the PERC recommendation.

#### 4.2. Athletic Probation:

4.2.1. Athletic probation is an automatic sanction imposed on cadets deficient in the PFT, AFT, intramural program, or PEA. PFT and AFT failures may also be assigned to reconditioning. Specific recommendations for each cadet will be made to AH. The guidance for athletic probation can be found in applicable AFCWI.

4.2.2. Cadets who fail a PE class will be placed on academic probation. They may also be placed on athletic probation.

4.2.3. Intramural deficiencies will be directed to the PERC for appropriate action.

4.2.4. The Fitness Testing and Evaluation division (HQ USAFA/AHPT) will notify AOCs and cadets, in writing, when they are placed on or removed from athletic probation. A complete listing of cadets on athletic probation will be maintained by HQ USAFA/AHPT and distributed to squadron AOCs, 34 TRG and HQ USAFA/DF.

4.2.5. Cadets placed on athletic probation will be sent an athletic probation notification letter. Cadets and AOC's will be given 1 week to sign the notification letter and return it to HQ USAFA/AHPT. HQ USAFA/AHPT will keep all of these letters until the cadet graduates or leaves the Academy.

4.2.6. PERC meeting minutes are distributed as follows:

4.2.6.1. Copy to each PERC member.

4.2.6.2. Copy to all applicable squadron AOCs and group AOCs.

4.2.6.3. HQ USAFA/AHPT will file all original copies of the minutes.

#### **4.3. Composition of the Physical Education Review Committee:**

4.3.1. Director, Athletics Program (HQ USAFA/AHP) (chairperson) – voting member.

4.3.2. Head, Department of Physical Education, (HQ USAFA/AHPV) – voting member.

4.3.3. Director, Fitness Testing and Evaluation Division, (HQ USAFA/AHPT) - voting member.

4.3.4. 34 TRW representative, 34 TRG/CD – voting member.

4.3.5. Registrar of Academic Affairs, HQ USAFA/DFR - voting member.

4.3.6. Representative of the 10th Aerospace Medicine Squadron (10 AMS) – nonvoting member.

4.3.7. OIC, Reconditioning Program – nonvoting member.

4.3.8. Recorder – nonvoting member.

4.3.9. Chief, Intramural Division, (HQ USAFA/AHPM)- nonvoting member

4.3.10. The AOC and Academic Advisor of any cadet interviewed by the committee will attend to offer any pertinent testimonies.

#### **4.4. Physical Education Review Committee Procedures:**

4.4.1. The PERC will be convened as directed by the Director, HQ USAFA/AHP, to consider cadets who are deficient in any aspect of the physical education program. The PERC will make appropriate recommendations to the Superintendent through the Director, HQ USAFA/AH. The PERC will normally meet after each scheduled PFT/AFT cycle. There are two types of PERC's – soft look and hard look.

4.4.1.1. At a soft-look PERC, the members review the athletic histories of athletically deficient cadets. The voting members decide what course of action needs to be followed based on the cadet's individual history and input from the nonvoting members. The committee votes on an appropriate course of action. While the PERC can recommend a number of different actions, some of the more common outcomes are athletic probation, reconditioning, counseling, athletic minus, and disenrollment.

4.4.1.2. Cadets whom the PERC recommends for disenrollment will have a minimum of 5 work-days to prepare a retention package. The cadet will be given written notice of his or her deficiency and rights before the hard-look committee. The hard-look PERC will convene to hear the cadet's appeal. The AOC and academic advisor will be present for the hard-look PERC. After the cadet presents their case, the PERC votes on what course of action will take place. If a cadet is recommended for disenrollment at this time, the PERC chairman will present the case to the Director, HQ USAFA/AH, who will then forward his recommendation and the accompanying PERC casefile to HQ USAFA/JA for review. After JA review, the casefile and recommendation will be forwarded to the Superintendent.

4.4.1.3. For any "hard-look" PERC (that proceeding described in paragraph 4.4.1.2.), the cadet meeting the PERC shall be permitted to challenge committee members for cause. A reasonable likelihood that the member cannot be impartial will constitute cause. The committee chairperson

will rule on any such challenge, including those made against the chairperson. Should the challenge for cause be against the chairperson, that chairperson must consult an attorney from the HQ USAFA/JA office prior to ruling on the challenge.

4.4.2. Prior to convening the PERC, the recorder will prepare a list of all athletically deficient cadets arranged by deficient categories. The following information will be provided:

4.4.2.1. Athletic History Form.

4.4.2.2. Minutes from the last PERC the cadet met.

4.4.2.3. Applicable comments, to include AOC remarks on USAFA Form 0-299.

4.4.3. PERC members will be notified of the scheduled meeting approximately 1 week prior to the meeting.

4.4.4. The PERC recorder will prepare and distribute an agenda to each PERC member prior to the meeting.

## Chapter 5

### ELIGIBILITY COMMITTEE

#### 5.1. Deficient Cadets in Intercollegiate Athletics:

##### 5.1.1. Procedures for Intercollegiate Athletes:

5.1.1.1. When, at midsemester progress report or end-of-semester final grades, cadet athletes are placed on academic probation, their status as members of an intercollegiate team will be determined by an eligibility committee for the appropriate sport. In addition to the cases required to be reviewed under paragraph 5.1.2.2. , cadet athletes placed on athletic, conduct, and/or aptitude probation may be reviewed by the eligibility committee at the request of 34 TRW or HQ USAFA/AH. See paragraph 5.1.2.4. for those cases requiring Superintendent waivers.

5.1.1.1.1. The eligibility committees will be composed of a HQ USAFA/DF representative, who will be the committee chairperson, the coach, the officer representative (OR), and a 34 TRG representative. The OR will serve as nonvoting recorder of the committee and will monitor the grades of all the cadets on the team roster.

5.1.1.1.2. HQ USAFA/AH will provide a list of members of each eligibility committee to HQ USAFA/DFR and 34TRG/PE.

5.1.1.2. The eligibility committee will meet within 3 weeks after start of classes each semester and within 1 week following the publication of the progress report at each midsemester.

5.1.1.3. Actions taken by the eligibility committee are completely separate from those actions taken by the ARCs; however, the eligibility committees will keep the ARC chairpersons informed of their actions.

##### 5.1.2. Procedures for Eligibility Committees:

5.1.2.1. The eligibility committee for intercollegiate sports will determine a proper course of action for cadets who are deficient in any way. The committee may merely warn the cadets, restrict attendance at practices, advise them to attend extra instruction, or declare them temporarily ineligible to participate in trips or contests. When the committee finds that a cadet is not making progress so as to complete the semester with a minimum cumulative GPA and with passing grades in all subjects, or not making progress toward removing his or her military or athletic probation, the committee may declare the cadet ineligible to participate in intercollegiate activities for the remainder of the semester. Cadets declared ineligible, may be retained on the team and allowed to practice only (not compete in contests).

5.1.2.2. Eligibility committees meet at the beginning of each semester to make decisions in academic, conduct, and aptitude probation cases resulting from:

5.1.2.2.1. Single "F."

5.1.2.2.2. Incomplete grades involving extenuating circumstances.

5.1.2.2.3. Hardlook or softlook semester GPAs and/or MPAs.

5.1.2.3. Eligibility committees may approve all waivers at midsemester.

5.1.2.4. Only the Superintendent, upon the recommendation of the eligibility committee through the Athletic Director, can approve waivers for end-of-semester grades that are less than those listed in paragraph 5.1.3.2., multiple “F” grades, an “F” grade in a repeat course, or cumulative MPAs below 1.5.

5.1.2.5. Each eligibility committee will record minutes of its proceedings and send copies to:

5.1.2.5.1. HQ USAFA/DF, HQ USAFA/DFR.

5.1.2.5.2. HQ USAFA/AH, HQ USAFA/AHPL.

5.1.2.5.3. 34 TRW, 34 TRG, 34 TRG/PE, squadron AOC.

**NOTE:** If no team members are deficient, a negative report must be sent to HQ USAFA/DFR.

5.1.3. Intercollegiate Sports Eligibility Requirements:

5.1.3.1. Eligibility for participation in intercollegiate athletics will be, as a minimum, always in accordance with the Constitution and by-laws of the National Collegiate Athletic Association (NCAA), and rules of Mountain West Conference (MWC) for sports designated as a MWC sport. NCAA and MWC eligibility standards include both minimum cumulative GPA criteria and satisfactory progress toward graduation.

5.1.3.2. Members of intercollegiate squads whose midsemester or end-of-semester cumulative GPA falls below the following standards become ineligible for further competition without an eligibility waiver:

Semester	Cum GPA Less Than
1	1.75
2	1.85
3	1.90
4	1.95
5 and subsequent semesters	2.00

(Major GPA less than 2.00 - first class year only)

5.1.3.2.1. The period of ineligibility will be at least until the next end-of-semester grade report unless waived by the applicable eligibility committee or the Superintendent.

5.1.3.2.2. A waiver of eligibility below NCAA (MWC for MWC sports) standards will not be granted.

**5.2. Procedures for Other Extracurricular Activities.** Cadet members of all other organized extracurricular activity who are placed on probation will be prohibited from participating in the activity, except as provided in USAFAI 36-155, paragraph 11.

## Chapter 6

### SUMMER TRAINING REVIEW COMMITTEE (STRC)

#### 6.1. Deficiency in Summer Training:

6.1.1. Cadets are deficient in summer training when they have a grade of “IC,” “IU,” “F,” “W,” “WP,” or “WF” in one or more summer training programs.

6.1.2. Cadets deficient in summer training will be reviewed by the STRC at the conclusion of summer training. The STRC will take final action on cadets deficient in summer training whose graduation dates are not affected. All other cases will meet a hard-look STRC and the committee will forward these cases to the Superintendent with one or more of the following recommendations:

6.1.2.1. The cadet be disenrolled.

6.1.2.2. The cadet be directed to repeat the entire program or segments of the program.

6.1.2.3. The cadet be placed on Aptitude or Conduct Probation by 34 TRG/CC thru 34 TRG/PE for the unacceptable performance which led to the award of a deficient grade in a summer military training program.

6.1.2.4. The cadet be granted a waiver of graduation requirements.

6.1.3. The Superintendent will consider the recommendation of the STRC and advise the cadet of his or her decision, in writing.

#### 6.2. Composition of the STRC:

6.2.1. The STRC is composed of representatives nominated by the 34 TRW/CC, HQ USAFA/DF, HQ USAFA/AH, and nonvoting advisors from the HQ USAFA/JA office and the 10th Aerospace Medical Squadron (10 AMS/SGP). As is necessary, summer program directors may be called as nonvoting advisors. All primary and alternate members will be designated in a letter signed by the Commandant of Cadets. Members will normally serve for the duration of their Academy tour. Members will be selected based on their familiarity with cadet life and active involvement in rating cadets. STRC duties take precedence over other duties or scheduled activities. For this reason, primary members will attend all meetings unless excused by the chairperson. The seven members of the hard-look STRC are as follows:

6.2.1.1. Chairperson: 34 TRG/CC - Voting member. (Alternate: 34th Training Group Deputy Commander, 34 TRG/CD)

6.2.1.2. Members:

6.2.1.2.1. One representative from 34 TRS - voting member.

6.2.1.2.2. One representative from 34 OG - voting member.

6.2.1.2.3. One representative from DF - voting member.

6.2.1.2.4. One representative from AH - voting member.

6.2.1.2.5. One representative from SG - nonvoting member.

6.2.1.2.6. One representative from JA - nonvoting member.

6.2.1.2.7. Recorder: Superintendent, USAFA Summer Programs nonvoting member.

**NOTE:** All voting members must be majors, equivalent civilian rank, or above.

6.2.2. The hard-look STRC will normally meet at the end of each summer, or at the discretion of the chairperson, to review cadets deficient in summer military training.

6.2.3. Each voting member of the STRC has one vote on all formal motions brought before the STRC. Decisions of the STRC are by majority vote. Any member may call for a vote by making a motion for decision. If seconded, discussion will be terminated and a vote recorded. The chairperson may postpone a vote pending the presentation of additional information before the committee. Votes will be made by "open ballot." Each member must vote his or her conscience and not be influenced by the votes of other representatives on the committee. Matters brought before the STRC are confidential and will not be discussed outside the committee. Cadets whose cases were reviewed by the STRC will be notified by letter from the recorder.

6.2.4. HQ USAFA/JA) will designate an attorney to act as legal advisor to the STRC. The legal advisor will be present at all STRC meetings.

6.2.5. Alternate STRC members are encouraged to attend meetings as observers. Academic advisors, coaches, and any other person interested in the STRC agenda may attend with permission of the chairperson. Observers, except bona fide committee members (primary or alternate) and Academy Board members, may not be present while deliberations are in progress. AOCs and Summer Program Managers will attend when their cadets are scheduled to appear before the committee.

**6.3. STRC Responsibilities.** STRC meetings are normally held at the conclusion of Basic Cadet Training (in August), as a records review or a soft-look STRC by 34 TRS/CC (in August), and a hard-look STRC (in September) each year. Meetings may also be held at the discretion of the chairperson. The STRC, or representatives thereof, will:

6.3.1. Review the records of cadets considered deficient in summer military training credit. The STRC recommends any combination of the following:

6.3.1.1. The cadet be given credit for the program.

6.3.1.2. The training requirement be waived.

6.3.1.3. The cadet be placed on, or continue on, Conduct or Aptitude Probation.

6.3.1.4. The cadet repeat a summer program, or portions thereof, the following summer.

6.3.1.5. The case be forwarded to the Superintendent or Academy Board for disenrollment, late graduation, or waiver of graduation requirement

#### **6.4. STRC Procedures:**

6.4.1. Basic Cadet Review STRC:

6.4.1.1. Following the basic cadets' return from Jack's Valley and prior to the Acceptance Parade, any basic cadet who did not meet the pass/fail criteria for BCT will meet the Basic Cadet Review STRC.

6.4.1.2. The recorder will:

6.4.1.2.1. Obtain records and memoranda concerning the case for presentation at the STRC meeting.

6.4.1.2.2. Contact the chairperson to determine a meeting time and place and notify all members of the STRC with this information.

6.4.1.2.3. Ensure the AOC and training cadre are available during the meeting to provide information.

**NOTE:** Basic cadet reviews are of such short notice, there will be no advance copy of the agenda available to committee members prior to the meeting.

6.4.1.3. The 34 TRS/CC will determine whether the STRC will be soft-look (paper review only) or hard-look (board convened). The STRC will make one of the following recommendations:

6.4.1.3.1. Retain.

6.4.1.3.2. Disenroll.

6.4.1.4. Basic cadets will be notified of the decision of the STRC by the chairperson at the conclusion of the meeting. Cadets recommended for disenrollment have the following options:

6.4.1.4.1. Accept the recommendation. The disenrollment recommendation will be forwarded to the Superintendent by the chairperson.

6.4.1.4.2. Resign.

6.4.1.4.3. Appeal to a reconvened STRC. The basic cadet appears before the STRC with character references and evidence as prescribed in paragraphs [6.4.1.5.](#) and [6.4.1.6.](#)

6.4.1.5. Basic cadets who appeal to the STRC will be provided with a prebrief letter. Notification will be prepared by the recorder and delivered immediately following the STRC. The prebrief letter will specify the time and place of the reconvened STRC meeting and the reasons the basic cadet is being recommended for disenrollment. The basic cadet will acknowledge receipt and understanding of the letter, in writing, to the Superintendent, USAFA Summer Programs.

6.4.1.6. The STRC will interview those cadets who elect to appeal. Although cadets may not appear with legal counsel, they will be permitted to make statements on their own behalf, submit written matters, and present character references at the discretion of the chairperson. The information presented by the cadet must be relevant to the case at hand. STRC proceedings will not be delayed due to nonavailability of character references.

6.4.1.7. Following the interviews and/or discussion, the STRC will vote to retain or disenroll. A disenrollment recommendation will be forwarded to the Superintendent.

6.4.1.8. As before, the basic cadet will be notified of the recommendation by the recorder, in writing, within 3 duty days after the conclusion of the STRC.

#### 6.4.2. Soft-look STRC (records Review):

6.4.2.1. Approximately 3 weeks after the completion of the summer training, the soft-look STRC will be conducted by 34 TRS/CC. STRC will conduct a records review of those first-, second-, and third-class cadets who are deficient in summer military training.

6.4.2.2. Using the criteria in paragraph [6.1.1.](#), the recorder will identify those cadets who are deficient in summer military training.



6.4.2.3. The recorder will contact the chairperson to determine a meeting time and place and notify all members of the STRC, including the legal and medical advisors.

6.4.2.4. The 34 TRS/CC will conduct a records review of those cases meeting the training deficiency criteria.

6.4.2.5. The STRC may:

6.4.2.5.1. Waive the training requirement.

6.4.2.5.2. Require the cadet to complete the training the following summer.

6.4.2.5.3. Recommend to Group AOC that the cadet be placed on Conduct/Aptitude Probation during which the cadet will undergo a specified period of evaluation. If the cadet violates the probation before its expiration, the STRC may re-consider the case for referral to the Superintendent or Academy Board.

6.4.2.5.4. Refer a case directly to a hard-look STRC. **Note:** Any cases which impact the graduation date of a cadet must be referred to a hard-look STRC.

6.4.2.6. Cadets will be notified, in writing, of the results of the soft-look STRC and their options by the Summer Programs Scheduling Office (34 TRS/DOS). Cadets have the following options:

6.4.2.6.1. Accept the decision.

6.4.2.6.2. Resign.

6.4.2.6.3. Appeal. The cadet appears before a hard-look STRC with character references and evidence as prescribed in paragraphs [6.4.2.7.](#) and [6.4.2.8.](#)

6.4.2.7. Cadets who appeal to the STRC will be provided with a pre-brief letter. Notification will be prepared by the recorder and delivered through the AOC at least 3 workdays prior to the reconvened STRC. The prebrief letter will specify the time and place of the hard-look STRC meeting and the reasons for the STRC's decision. The cadet will reply, in writing, acknowledging receipt and understanding of the letter.

6.4.2.8. The hard-look STRC will interview those cadets who elect to appeal. Although cadets may not appear with legal counsel, they will be permitted to make statements on their own behalf, submit written matters, and present character references at the discretion of the chairperson. The information presented by the cadet must be relevant to the case at hand. STRC proceedings will not be delayed due to nonavailability of character references.

6.4.3. Hard-look STRC (board interview):

6.4.3.1. Approximately 3 weeks after the soft-look STRC, the hard-look STRC will convene. At this time, the hard-look STRC will interview cadets who wish to appeal the decision of the soft-look STRC.

6.4.3.2. The recorder will secure any supporting documentation the cadets wish to provide in their appeal. Copies of this documentation will be provided to the hard-look STRC members in advance for their review.

6.4.3.3. Following the interviews and discussion, the STRC will vote on a decision or, if decision will impact the graduation date, a recommendation to the Academy Board. Normally, the STRC will make one of the following recommendations:

6.4.3.3.1. Uphold the original soft-look STRC decision/recommendation.

6.4.3.3.2. Grant credit for the training requirement.

6.4.3.3.3. Waive the training requirement.

6.4.3.4. For any STRC described in paragraph 6.4.3., the cadet meeting the STRC shall be permitted to challenge committee members for cause. A reasonable likelihood that the member cannot be impartial will constitute cause. The committee chairperson will rule on any such challenge, including those made against the chairperson. Should the challenge for cause be against the chairperson, that chairperson must consult an attorney from the HQ USAFA/JA office prior to ruling on the challenge.

6.4.4. Documentation: All STRC actions and recommendations will be documented as follows:

6.4.4.1. Minutes will be prepared by the recorder, approved by the chairperson, and distributed to each agency shown in Attachment 5. Required documentation to support any case will be included as an attachment to the minutes.

6.4.4.2. Recommendation packages will be forwarded on all cadets recommended for disenrollment or late graduation by the STRC. These packages will include:

6.4.4.2.1. A cover letter signed by the chairperson which summarizes the reasons the case was considered by the STRC, the recommendation to the Superintendent or Academy Board, and a summary of the specific reasons the recommendation was made.

6.4.4.2.2. A copy of the cadet's Personnel Data Summary.

6.4.4.2.3. Any additional information requested by the Superintendent or Academy Board or desired by the chairperson.

6.4.4.2.4. A summary of testimony provided by or on behalf of the cadet respondent, prepared by the STRC recorder.

6.4.4.2.5. Copies of any written matters submitted by the cadet to the STRC.

## **6.5. STRC Specific Duties:**

6.5.1. Chairperson:

6.5.1.1. Presides over all meetings of the hard-look STRC.

6.5.1.2. Approves STRC meeting minutes.

6.5.1.3. Submits recommendations for Superintendent or Academy Board action.

6.5.1.4. Presents recommendations to the Academy Board, if requested.

6.5.2. 34 TRS representative provides any summer training comments. Presents overall 34 TRS criteria for graduation and for military training. 34 TRS/CC will conduct soft-look STRC.

6.5.3. 34 OG Representative provides background information as necessary on any Airmanship programs or deficiencies of cadets who participated in the programs.

6.5.4. HQ USAFA/DF Representative presents overall faculty evaluation of cadets considered by the STRC.

6.5.5. HQ USAFA/AH Representative:

6.5.5.1. Consolidates Physical Education Performance/Counseling Reports from physical education instructors, coaches, as required. Provides physical fitness test (PFT) and aerobic fitness test (AFT) histories as required.

6.5.5.2. Briefs the STRC on any PERC action taken or pending on cadets being considered.

6.5.5.3. Presents overall HQ USAFA/AH evaluation of cadets considered by STRC.

6.5.6. SG Advisor:

6.5.6.1. Reviews medical records for cadets on the agenda for any illness or hospitalization that may have affected cadet performance.

6.5.6.2. Reviews Mental Health records for any significant findings and provides a summary of counseling received.

6.5.6.3. When necessary, brings medical records on cases to meeting.

6.5.6.4. Provides medical expertise during cadet interviews and committee deliberations.

6.5.6.5. Serves as a nonvoting advisor to the hard-look STRC during all proceedings.

6.5.7. Legal Advisor:

6.5.7.1. If possible, reviews each hard-look case prior to the STRC interview and advises the STRC chairperson of any discrepancies which should be considered or corrected by the hard-look STRC.

6.5.7.2. Serves as a nonvoting advisor to the hard-look STRC during all proceedings.

6.5.8. Recorder:

6.5.8.1. Sets up a time and place for the hard-look STRC meeting and notifies committee members.

6.5.8.2. Prepares and distributes the STRC agenda to members prior to the meeting.

6.5.8.3. Schedules basic cadet meeting, soft-look STRC, and hard-look STRC. Notifies, in writing, all cadets of the results of all STRCs and provides them with their options.

6.5.8.4. Prebriefs the chairperson on agenda items, be knowledgeable of governing regulations, be prepared to answer any STRC procedural questions, and provide training and education to all new committee members on their duties. The recorder will also be knowledgeable of the graduation and military training requirements for cadets.

6.5.8.5. Has cadet Personnel Data Summaries available for the STRC.

6.5.8.6. Records all actions and votes taken at the STRCs.

6.5.8.7. Prepares, publishes, and distributes minutes of STRCs.

6.5.8.8. Accomplishes letters of notification of STRC action.

6.5.8.9. Updates Cadet Administrative Management Information System (CAMIS) for cadets whose summer military training courses or grades have changed.

- 6.5.8.10. Prepares recommendation packages on cadets whose cases are to be considered by the Superintendent or Academy Board.
- 6.5.8.11. Advise Squadron AOCs and Program Directors when they will be required to appear before the STRC for those cadets electing to appeal the soft-look STRC.
- 6.5.8.12. Assists the chairperson at Academy Board meetings as needed.

## Chapter 7

### TURNBACK AND CONDITIONAL TURNBACK STATUS POLICY

**7.1. General.** At any time, the Academy Board may direct cadets with weak academic records be turned back immediately as an alternative to disenrollment. They are not expected to graduate on time with their class unless they significantly improve their academic performance. An ARC may recommend a cadet to be a conditional turnback. Cadets in turnback or conditional turn-back status will graduate and be commissioned as soon as administratively possible upon meeting all graduation requirements. Establishment of turnback or conditional turnback status is effective upon approval by the Academy Board. The ARC recorder will notify cadets of their placement on turnback status for academic reasons.

**7.2. Turnback.** Cadets turned back to the next succeeding class rather than placed in conditional turnback status are generally turned back for medical or administrative reasons because they have missed a large amount of instruction and have virtually no chance to graduate with their class (See USAFAI 36-169, *Cadet Turnback Programs*.) At the end of the calendar year in which a conditional turn back's class has graduated, cadets who still have not met graduation requirements may be turned back to the next succeeding class. At that time, the Academy Board may designate any one or two semesters to be deleted in future computations of the cadet's cumulative quality points and GPA.

**7.3. Conditional Turnback Status.** Cadets in conditional turnback status will be scheduled for a divisional major, carry only five courses each semester, and remain at the Academy for at least nine semesters. They may be permitted to take six courses when their cumulative or semester GPA at the end of the preceding semester with five or more courses are greater than or equal to 2.40. They may be permitted to take seven courses if at the end of a preceding semester with at least six courses, they're cumulative or semester GPA is greater than or equal to 2.60. However, a cadet must download to five courses if he or she is deficient on a midsemester progress report. Cadets who are able to meet the requirements of a disciplinary academic major while following the above guidelines may petition the ARC chairperson to declare and graduate with that major within the nine semesters. The chairperson will then present the cadet's petition to the Academy Board for approval. Cadets may petition the ARC chairperson to be removed from conditional turnback status when they are no longer academically deficient and they can meet graduation requirements by the end of a summer academic term through normal loads and reasonable summer course work. These petitions should be prepared with the assistance of the cadet's advisor and contain a specific detailed recommendation for an academic program that will lead to fulfilling graduation requirements. The ARC chairperson or the Dean may deny a cadet's request for removal from conditional turnback status. However, if the request is approved it is forwarded to the Academy Board for a final decision. All decisions on petitions for removal from conditional turnback status will be forwarded to HQ USAFA/DFRR for inclusion in the cadet's file.

**7.4. Monitoring Conditional Turnbacks.** The academic advisor will monitor the progress of all cadets in conditional turnback status to ensure compliance with the provisions of this instruction. At each progress report, the academic advisor will make necessary changes to the academic load of all turnbacks and cadets in conditional turnback status. At the end of the fall semester, the ARC will make an appropriate recommendation to the Academy Board in the case of any cadet in conditional turnback status that has completed nine semesters of academics and has not yet met graduation requirements.

**7.5. Summer Training.** The summer training schedule for cadets in academic difficulty, especially those in conditional turnback status, will be formulated by 34 TRS in coordination with HQ USAFA/DF. Cadets in academic difficulty may volunteer to give up their leave and take a summer academic course in an effort to improve their academic status. Cadets returning from medical or administrative turnback status or prior cadets being readmitted will be reviewed by 34 TRS in coordination with HQ USAFA/DFR, Cadet Personnel (HQ USAFA/DPY), and HQ USAFA/DFRR to determine summer training requirements and projected return dates. HQ USAFA/DPY will send letters notifying cadets of their return date.

## Chapter 8

### DISENROLLMENT PROCEDURES

**8.1. Disenrollment of Cadets.** Cadets with deficiencies will be processed for disenrollment in accordance with the provisions of AFI 36-2020, *Disenrollment of United States Air Force Academy Cadet*.

**8.2. Notification Procedures.** Disenrolled cadets will be notified, in writing, by HQ USAFA/JACD. HQ USAFA/JACD counsels all disenrollees on their rights and options.

**8.3. Legal Reexamination (Title 10, U.S.C. 9351).** Any disenrolled cadet who is deficient only because of failure to pass a required examination in any one subject is entitled to a reexamination of equal scope and difficulty in that subject, provided both his or her semester and cumulative GPAs are more than or equal to 2.00 for all courses exclusive of the one failed. The cadet must apply in writing to HQ USAFA/DFRC.

8.3.1. The Secretary of the Academy Board or the Registrar will notify cadets of their entitlement to reexamination, in writing.

8.3.2. An ARC coordinator must counsel cadets entitled to a reexamination concerning their Title 10 rights. Cadets will designate, in writing, whether they wish to take the reexamination within 10 days of their receipt of the official written notification of disenrollment. Cadets who apply will not be out-processed until the results of the reexamination are known. The reexamination will be prepared, administered, and graded by the department offering the failed course within 5 duty days of the department's notification of the cadet's request. The 5 duty days do not include weekend days, federal holidays, periods of authorized emergency leave, or days where the cadet is admitted as an inpatient in a hospital. Cadets awaiting reexamination will not be sent TDY. The reexamination will be of comparable scope and difficulty to the final examination in the failed course. Departments will notify HQ USAFA/DFRC, in writing, of the cadet's final examination grade for placement in the cadet's official records.

8.3.3. The department concerned will notify HQ USAFA/DFRC by telephone of the date, time, and location of the reexamination.

8.3.4. Cadets will prepare for their reexamination primarily through individual study. They will not be allowed to attend regularly scheduled classes in the course they failed.

8.3.5. If disenrollment occurs at the end of the fall semester or at the end of the third summer term, the cadet will attend all academic and military formations while awaiting reexamination.

8.3.6. If disenrollment occurs at the end of the spring semester, the cadet will take the reexamination in lieu of leave.

8.3.7. Cadets who successfully pass a reexamination will be formally readmitted to the Cadet Wing. The original "F" grade will remain on the transcript, and the cadet will be placed on academic probation until successful completion of the failed course if the course is a core course or major's requirement. If the course is an elective course or the cadet changes major, the duration of the academic probation is until the next progress report.

8.3.8. Cadets who fail a reexamination are not authorized to take another reexamination.

**8.4. Participation in Final Examinations:**

8.4.1. Cadets who plan to resign at the end of a semester and elect to take final examinations will receive letter grades and may be disenrolled for academic deficiency in lieu of voluntary resignation if they are deficient in studies at the final grade report. To avoid the possibility of academic disenrollment, a cadet must resign and be officially removed from all classes prior to the start of final examinations.

8.4.2. Cadets notified of the Superintendent's approval of or recommendation for disenrollment before the end of the last day of classes in a semester or term will not be allowed to take finals and will receive no credit for that semester or term. Grades of "WP" or "WF" will be awarded. If, however, all course work is completed and no final examination is required nor any project remains ungraded the grade earned will be awarded.

8.4.3. Cadets notified of the Superintendent's approval of or recommendation for disenrollment after the start of final examinations for a semester or term may complete all final examinations and will receive all credit earned.



## Chapter 9

### REPORTS

**9.1. Disenrollment Case File.** HQ USAFA/JACD will forward the disenrollment case file to the Secretary of the Air Force for approval in appropriate cases. The case file will include a recommendation from the Superintendent. The Superintendent will recommend the type of separation and whether any active duty commitment should be waived.

**9.2. DD Form 785, Record of Disenrollment from Officer Candidate-Type Training.** HQ USAFA/JACD will prepare a DD Form 785 on any cadet pending disenrollment.

**9.3. DD Form 214, Certificate of Release or Discharge from Active Duty.** When a cadet is discharged from the Air Force or transferred to another component, HQ USAFA/DPY will issue a DD Form 214 under the general criteria of AFI 36-3202, *Separation Document*.

**9.4. Form Prescribed . USAFA Form 68, Cadet Academic Deficiency Evaluation and Probation Action Plan.**

DAVID A. WAGIE, Brig Gen, USAF  
Dean of the Faculty

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 36-3202, *Separation Document*

AFI 36-2020, *Disenrollment of United States Air Force Academy Cadets*

USAF AI 36-173, *Organization of the USAF Academy Program for Air Force Cadets*

***Abbreviations and Acronyms***

**AAOCA**—Associate AOCs for Academics

**AFCW**—Air Force Cadet Wing

**AFT**—Aerobic Fitness Test

**AOC**—Air Officer Commanding

**APS**—Academic Program Summary

**ARC**—See terms

**BCT**—Basic Cadet Training

**CADO**—Cadet Academic Officer

**CAMIS**—Cadet Administrative Management Information System

**DMPA**—See terms

**GPA**—See terms

**LAS**—Leadership Attribute Survey

**MPA**—See terms

**MRC**—See terms

**MWC**—Mountain West Conference

**NCAA**—National Collegiate Athletic Association

**OIC**—Officer in Charge

**OPR**—Office of Primary Responsibility

**OR**—Office Representative

**PDP**—Professional Development Program

**PEA**—Physical Education Average

**PERC**—See terms

**PFT**—Physical Fitness Test

**STRC**—See terms

WACQ—See terms

### *Terms*

#### **Academic:—**

**Academic Probation**—The status of a cadet who is deficient in established academic performance standards.

**Academic Review Committee (ARC)**—A standing committee of the Academy Board responsible for making disenrollment recommendations to the Superintendent on cadets deficient in studies. At the end of each semester/term, the ARC reviews the cases of cadets with deficient grade point averages (GPAs), recommends rehabilitative actions for those voted for retention, interviews cadets initially recommended for disenrollment, and, with the approval of the Dean, takes disenrollment recommendations to the Superintendent for final approval. The OPR for records of ARC meetings and actions is the HQ USAFA/DFR.

**Automatic Review**—An automatic review will be conducted on a select number of cadets who were previously considered for disenrollment.

**Cadet Information Card (Electronic Comment Card)**—Information provided by the instructor on a cadet taking his or her course to provide a written picture of the cadet's classroom performance both academically and militarily. The ARC and Superintendent use this information to determine the cadet's potential to graduate from USAFA and be commissioned into the US Air Force. When ARCs are in session, this information may be obtained by contacting the Registrar Office (DFR); otherwise, this information may be obtained by contacting the appropriate academic department.

**Conditional Turnback Status**—The status of cadets who have experienced academic difficulties and will probably not graduate on time with their class. Cadets will remain in conditional turnback status until they graduate. If they fail to meet graduation requirements by the end of the calendar year in which their original class has graduated, the Academy Board may transfer them to the next succeeding class; they will then be designated as turnbacks.

**Deficient in Academics (Academic Probation)**—A cadet is deficient in studies at midsemester report or the end of a semester/summer term when the cadet has one or more of the following:

A grade of "F" or a controllable "I" in any course, whether graded or pass/fail, required for graduation or commissioning. This includes majors or elective courses, military art and science courses, physical education, and Aviation 100/105.

Cumulative or semester GPA less than 2.00.

Major GPA less than 2.00 in the first class year.

**GPA**—The numeric average achieved by cadets in graded courses. The semester GPA is determined by dividing all quality points earned during a semester/term by the semester hours attempted. The cumulative GPA is determined by dividing all quality points earned during all semesters/terms by the total of all the semester/term hours attempted. A maximum of 12 semester hours of repeat courses may be used to replace original "F" grades in the computation of the cumulative GPA. Quality points are earned per semester hour based on the following:

Grade	Quality Points
A	4.0

A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C-	2.0
D	1.7
F	0.0

**Hardlook GPA**—A GPA considered being seriously deficient and warranting special consideration by the ARC. Hardlook GPAs may be either semester or cumulative, and vary by semester as follows:

Semester	Sem GPA Less Than	Cum GPA Less Than
1	1.50	1.50
2	1.50	1.70
3	1.50	1.80
4	1.50	1.90
5	1.50	1.95
6	1.60	2.00
7	1.70	2.00
8	1.80	2.00

**Hardlook Review**—Any cadet whose academic record meets any one of the following criteria is considered to be seriously deficient in academics and is automatically placed on academic probation (First-class cadets are not automatically placed on academic probation. They are placed on academic probation at the discretion of the Dean.). The ARC at a record review will determine whether the cadet should be recommended for disenrollment to the Superintendent, or for any other appropriate action.

**Incomplete**—An interim grade of “I” signifies that course requirements have not been completed for the particular course.

**Multiple Failures**—More than one “F” grade in majors, core, and/or elective courses.

**Multiple Probation**—Deficient in academics and aptitude, conduct, and/or athletic performance.

**Repeated Cum Deficiency**—Failure to achieve a 2.00 semester GPA in 3 sequential semesters.

**Repeat Failure**—Second failure (“F” grade) in the same course, whether core/core substitute, major, or elective course regardless of the number of semester hours. Regardless of the outcome of the ARC vote, the records of cadets in the repeat failure category will be presented to the Superintendent for final decision.

**Repeated Softlook/Hardlook**—Two sequential semesters of either softlook or hardlook semester and/or cumulative GPA.

**Softlook Review**—Any cadet whose academic record meets any of the following criteria is deficient in academics and automatically placed on academic probation. The ARC or the academic advisor as the ARC’s representative will review the records of any such cadet. The ARC (not the academic advisor) will determine whether the cadet should be recommended for disenrollment to the Superintendent, or for any

other appropriate action.

**Softlook GPA**—A semester or cumulative GPA less than 2.00 but greater than the hardlook GPAs.

**Single “F.”**—An “F” grade in core, major, or elective course.

**Controllable “I” Grade**—Willful failure to complete required course assignment.

**Uncontrollable I**—Given when course requirements have not been met due to incapacity, sickness, or emergency beyond the control of the cadet.

**Underloaded Third Class Cadets**—Academically deficient third class cadets who have not carried six course units in either the third class fall or spring semesters.

**Weekend Academic Call to Quarters (WACQ)**—WACQs are weekend study periods of 60 minutes duration assigned to cadets (first class cadets exempt) to improve their academic performance. WACQs are assigned by the AOC with the assistance of the CADO for the remainder of the semester as follows: one automatic WACQ for being on academic probation plus one for each “C-“, two for each “D,” and three for each “F” grade. Additional WACQs may be assigned by the academic advisor, up to a maximum of 15 per weekend. Cadets may select the specific period on the weekend to serve their WACQs. Logging of WACQs in the squadron is the responsibility of the cadet. WACQs may be served at the same time as confinements, but in that case will be served in the cadet’s room unless the cadet’s AOC authorizes otherwise. Cadets in good standing may serve WACQs anywhere. Cadets on academic probation will serve according to the following limitations:

Third and fourth class cadets will serve in their rooms or at the library.

Second class cadets may serve at their sponsor’s, academic advisor’s, AOC’s, or instructor’s house as well as in their rooms or the library.

Any cadets away on athletic trips may serve WACQs wherever they can as time allows.

#### **Athletic:—**

**Athletic Probation**—The status of a cadet who is deficient in any physical education program as determined by the (HQ USAFA/AH) or the PERC. Athletic probation involves closer monitoring of the cadet’s performance in physical education programs and directed remedial efforts.

**Eligibility Committees.**—A group of officers and civilians who meet at least twice each semester to review the proficiency of intercollegiate cadet athletes. Every HQ USAFA/AH sponsored intercollegiate athletic team is required to have an eligibility committee. HQ USAFA/AH or its designee serves as the OPR for records of eligibility committee actions. See [Chapter 5](#).

**Physical Education Review Committee (PERC)**—A standing committee of the Academy Board. The committee evaluates cadets deficient in the physical education program and makes recommendations to HQ USAFA/AH and the Superintendent. HQ USAFA/AHP or its designee serves as the OPR for records of PERC meetings and actions.

#### **General:—**

**Academic, Athletic, or Military Minus**—A determination by the appropriate Academy Board subcommittee that a cadet’s performance in a particular area is marginal but not so inadequate as to warrant disenrollment. Another subcommittee may if it finds that the cadet’s performance in a second area of performance is also marginal, but not so inadequate as to warrant disenrollment, recommend the cadet for disenrollment based upon marginal performance in two or more areas. Minus recommendations

must be forwarded to the other standing committees of the Academy Board (ARC, PERC, and MRC) and considered under their deliberations.

**Deficient Cadet**—A cadet who fails to meet the required standards in conduct, integrity, training, athletic or academic proficiency, or aptitude for commissioned service.

**Disenrollment**—Termination of cadet status. Disenrollment does not in itself end other military obligations (AFI 36-2020).

**Honor Probation**—The status of a cadet who has violated the USAFA Honor Code by lying, stealing, cheating, or tolerating the same and, therefore, has caused his or her commissionability to be severely questioned, but who has been retained at the Academy by having the disenrollment recommendation suspended for 6 months. Honor probation allows a cadet an opportunity to learn and again prove him or herself and be reinstated into the Cadet Wing in good standing.

**Progress Reports**—Academic, athletic, and military grades and performance averages published each midsemester, end of semester, and end of third summer term.

**Turnback Status**—The status of cadets who have been assigned to the next succeeding class, due to administrative, medical, or academic reasons.

**Military:—**

**Aptitude for Commissioned Service**—The personality, capacity, and inclination (either natural or acquired) to adapt to military relationships, customs, and responsibilities traditional and necessary in the military service; and the strength of character and willingness to accept limits on freedom of individual action the traditional structure and legal status of military service impose upon its members.

**Aptitude Probation**—The status of a cadet whose pattern of performance and/or consistent inability to meet Cadet Wing standards raises doubt concerning his or her aptitude for commissioned service as determined by the 34TRW/CC, his or her designee, or the MRC. Failure to successfully complete this process will normally result in the convening of the MRC. The minimum period of Aptitude Probation is 3 months.

**Conduct**—A cadet's adherence to or departure from civilian laws, as well as Air Force and Academy directives and standards. The cadet disciplinary system identifies, corrects, and where appropriate, attempts to rehabilitate cadets whose conduct fails to meet standards.

**Conduct Probation**—The status of a cadet whose conduct raises doubt concerning his or her qualification to remain a cadet as determined by the 34 TRW/CC, his or her designee, or the MRC. This type of probation is conduct-specific and is normally tied to behavior documented on the AFCW Form 10, **Report of Conduct**. Failure to successfully complete the process will normally result in the convening of the MRC. The minimum period of conduct probation is 3 months.

**Deficient in Aptitude**—Cadets are deficient in aptitude when they have a BCT, cumulative, semester, or special (out-of-cycle, not included in Cum MPA) MPA of less than 2.00, or if they receive a deficient AOC rating. A deficient AOC rating is an AOC rating of 1.5 or lower.

**Deficient in Conduct**—Cadets are deficient in conduct if they:

Accumulate 75 demerits or more in a 6-month period.

Receive Article 15 punishment or are convicted by a court-martial.

Commit two or more Class C or above offenses, as defined in AFCW Instructions.

Are found by a hearing officer or board under AFI 36-2020 to have engaged in conduct authorizing disenrollment under that instruction.

**Deficient Military Performance Average (DMPA)**—A cumulative or semester MPA below 2.00 or an AOC 1.5 rating or below.

**Discharge**—A complete severance from military status, active or otherwise (AFI 36-2020).

**Military Performance Rating (MPA)**—The rating received by a cadet from an end of semester or Summer Leadership Program military performance evaluations. The cumulative MPA is the average of previous semester and summer MPAs. Summer Leadership Program MPAs are a chain of command evaluation of military performance. Semester MPAs are awarded by the Squadron AOC, Group AOC, 34 TRG/CC or HQ USAFA/AH after consideration of information from instructors, coaches, OIC, the primary rater, additional rater, LAS, and PDP scores. All cadets will be evaluated by their direct supervisor and an additional rater with the AOC, Group AOC, or 34 TRG/CC determining the final MPA rating. The MPA is based on a 4.0 rating scale, with a 4.0 being the best and 0.0 being the worst. A 2.0 represents the minimum standard of acceptable performance. An MPA rating below 2.0 is a deficient evaluation and is subject to review as required by this or other USAFA directives.

**Military Review Committee (MRC)**—A standing committee of the Academy Board that makes recommendations for commissioned service on cadets deficient in conduct or aptitude. The MRC reviews the cases of cadets with a deficient MPA interviews selected cadets, recommends rehabilitative actions to the Commandant of Cadets, and with the approval of the Commandant of Cadets makes recommendations to the Superintendent concerning aptitude for commissioning. 34TRG/PE or its designee serves as the OPR for records of MRC actions.

**Summer Training Review Committee (STRC)**—A standing committee of the Academy Board. At the end of each summer training period, the STRC will review fourth, third, second, and first class cadets deficient in the completion of pass/fail summer training programs. The committee will take final action on cadets deficient in summer training whose graduation date is not affected, or make recommendations to the Superintendent on cases where the graduation date could be delayed, or make recommendations to the Superintendent, with the approval of the Commandant of Cadets, for disenrollment. 34 TRG, its designee serves as the OPR for records of STRC meetings and actions.

**Attachment 2****PROCESSING CADETS DEFICIENT IN ACADEMICS AND REPORTS OF COMPLETED ACTION AT END OF SEMESTER**

<b>ACTION</b>	<b>BY</b>		<b>FORM DISTRIBUTION</b>
Results of ARC	DFRC	Academy Board Agency Individual Academy Board Action (1) Letters to cadets retained after interview (based on table of codes)	RR (12 for Academy Board members), DFRC (1), DFRR (1), AOC (1), cadet (1), AIC or AAOCA, DFRR (1) DPY (1)
Action by uperintendent	DFAA	Superintendent's action Academic Letters to cadets retained/ disenrolled after Board Review (based on table of codes)	AOC, Cadet, DFRR, AAOCA or Advisor
Superintendent's Action	DFRR	Superintendent's action Retainer Meeting Computer Listing Alpha by Class	ACF, AH, CCE, TRW, DFBL, DFSEL, DFSSA, DP, HC, JA, PA, PL, RR



**Attachment 3****PROCESSING CADETS DEFICIENT IN CONDUCT AND REPORTS OF COMPLETED ACTION**

**A3.1.** Listed are the required records and reports, which are to be initiated on each cadet who is deficient in conduct. Reports will be prepared and distributed as quickly as possible.

**A3.2.** Sequence of actions:

	<b>ACTION</b>	<b>BY</b>	<b>FORM</b>	<b>DISTRIBUTION</b>
1	Cadets identified as deficient in conduct with recommendation for conduct probation	AOC	USAFA 0-299 Evaluation of Cadet	Group AOC, 34 TRG/PE, and 34 TRG IN TURN
2	Notification that cadets have been placed on conduct probation	TRG/ PE	Letter Monthly Report	Cadet, CPR-2 JACD, TRW, SF, AG, RR, DFRR, SUPT, SG, 557/CC, AFCW/CC (others as required)
3	Record of interviews by AOC with cadet concerned to correct shortcomings	AOC	Memo for Record	CPR-2
4	If applicable, notification that cadets have successfully completed the probationary period	TRG/ PE	Letter Monthly Report	Cadet, CPR-2, parent (subject to PA) JACD, TRW, DF, AH, RR, DFRR, SUPT, SG, 557/CC, AFCW/CC
5	Request to SUPT to investigate	TRW	Letter	SUPT
6	Appoint Hearing Officer/Board	SUPT	Letter	Appoint Hearing Officer/Board

	<b>ACTION</b>	<b>BY</b>	<b>FORM</b>	<b>DISTRIBUTION</b>
7	Report of findings of fact	Hearing Officer Board of Officers	Report	SUPT
8	Refer to Supt for determination of qualifications to remain a candidate for graduation	SUPT	Memo for Record	RR
9	Review of findings of fact by the Supt	Supt Board	Individual Academy Board	GP AOC, Sq AOC, individual cadet concerned, JACD. Info DFRR and offices letter concerned w/specific action. In summer, letter goes to composite Group AOC
10	Supt's decision	RR	Letter	SUPT, AH, AHP, PL, XP, DP, JACD (2), LG, DFFSP (24) AC, HO (3), RG/CCEA (25) HCD (2), HQ USAF/DPPA.
11	If applicable, recommendation for disenrollment	SUPT and JACD	Letter, SSS, and support Documents	SAF/MIPC

## Attachment 4

### PROCESSING CADETS DEFICIENT IN APTITUDE FOR COMMISSIONED SERVICE AND REPORTS OF COMPLETED ACTION

**A4.1.** Listed are the required records and reports, which are to be initiated on each cadet who is deficient in aptitude for commissioned service. Reports will be prepared and distributed as quickly as possible.

**A4.2.** Sequence of actions:

	<b>ACTION</b>	<b>BY</b>	<b>FORM</b>	<b>DISTRIBUTION</b>
1	Identify cadets deficient in aptitude through the MPA Rating System	MRC Re-corder	Semester MPA List	Group and Squadron AOCs; MRC members
2	Identify cadets deficient in aptitude out-of-cycle (that is, not at end of each MPA period)	Sq. AOC	Evaluation of Cadet	Group AOC
3	Approve placement of out-of cycle second, third, and fourth class cadets on aptitude probation. TRW approval is required for out-of-cycle placement of first class cadets	TRG	AOC Evaluation of cadet USAFA Form 0-299	Group AOC, 34 TRG/PE, 34 TRG/CC, or 34 TRW/CC IN TURN
4	Notification that cadets have been placed on aptitude probation	TRG/ PE	Letter	Cadet, CPR-2, parent (subject to Privacy Act)
5	Place, continue, or remove cadets on or from aptitude probation, approve or disapprove MRC minutes, recommend disenrollment actions to Supt	MRC Chair-person	Letter	SUPT, DF, JACD, RR, SG, members, ARC Sec’y, Eligibility Committees, each cadet

	<b>ACTION</b>	<b>BY</b>	<b>FORM</b>	<b>DISTRIBUTION</b>
6	Prepare Aptitude Probation List	TRG/ PE	Letter	SUPT, DF, 34 TRW, RR, AH, SG, JACD, AFCW/CC, 557/CC (others, as required)
7	Recommendation for disenrollment	MRC	Letter and case file	RR (11 copies for use by the Academy Board)
8	Review of findings	Supt	Individual	GP AOC, Sq. AOC, individual cadet concerned, JACDQ. Info DFRR and offices concerned w/specific action. In summer, letter goes to composite Group AOC.
9	RR Supt's action on deficient cadets	Letter		SUPT, AH, AHP, PL, XP, DP, JACD(2), LG, DFSSP (24), AC, HO (3), 34 TRWEA (25), HCS(2) HQ USAF/DPPA.
10	Disenroll	SUPT/ JACD	Letter, SSS and support Documents	SAF/MIPC

**NOTE:** If the possibility exists that a first class cadet (spring semester) may not graduate with his or her class due to military deficiency, the Sq. AOC will notify the parents at the earliest opportunity.

**Attachment 5****PROCESSING CADETS DEFICIENT IN COMPLETION OF SUMMER TRAINING PROGRAMS**

**A5.1.** Listed are the required records and reports, which are to be initiated on each cadet who fails to satisfactorily complete a summer training program. Action will be accomplished and distributed as quickly as possible.

**A5.2.** Sequence of actions:

	<b>ACTION</b>	<b>BY</b>	<b>FORM</b>	<b>DISTRIBUTION</b>
1	Report IC, IU, F, WF and WP grades on cadets deficient in summer training programs	Summer Program Managers	Certified Program Listing	34TRS/DOS
2	Review cadets who are deficient in summer training programs	STRC	Minutes	STRC, DFRR
3	Decision of final disposition of cadets whose graduation date is not impacted	STRC	STRC	DFSC, individual cadet/AOC concerned, TRS/DOS
4	Award final grade for all cadets	STRC	Final Course	DFRR, 34TRS/DOS
5	Recommend final disposition of cadets whose graduation is impacted	STRC	Letter from Chairperson of STRC	Academy Board Committee
6	STRC recommendations as concerned w/specific action	Supt	Letter	Individual cadet, JACD, Group AOC, BCT Group AOC, DFRR action office, 34 TRS/DOS

ACTION		BY	FORM	DISTRIBUTION
7	Supt's action	RR	Letter	34 TRS/DOS, DFRR and office concerned with specific action. In summer, letter goes to Composite Group AOC, BCT Group AOC, as appropriate

**NOTE:** At the discretion of the Committee Chairperson, cadets may be requested to personally appear before the STRC.